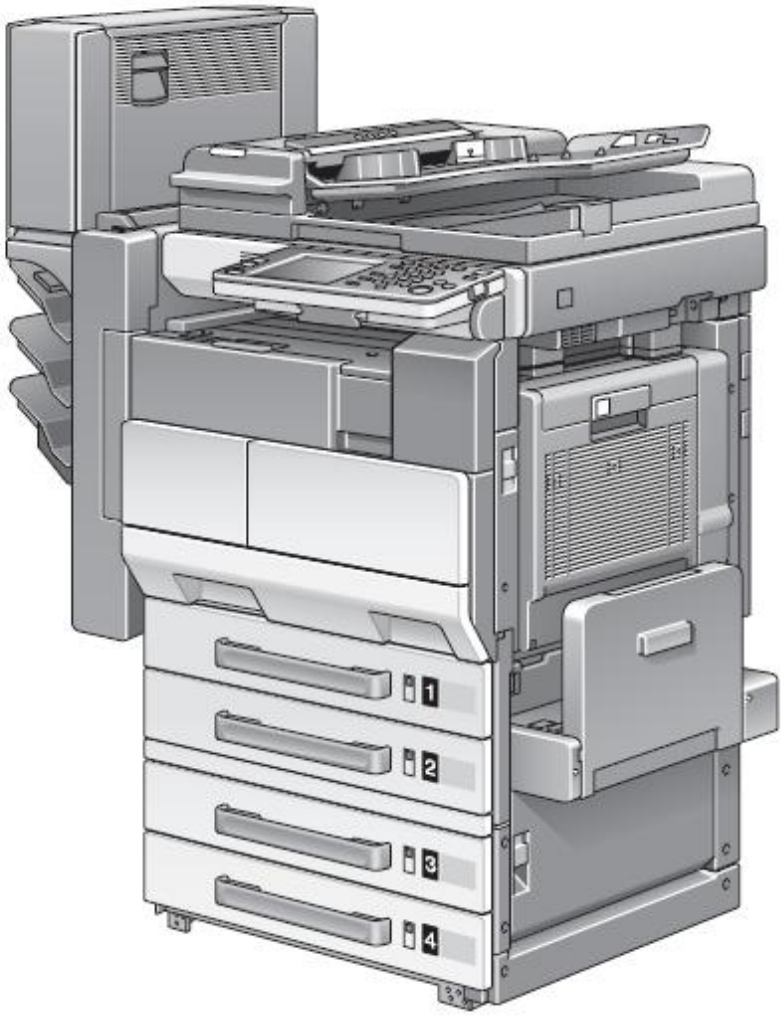
KONICA MINOLTA

bizhub 350 / 250

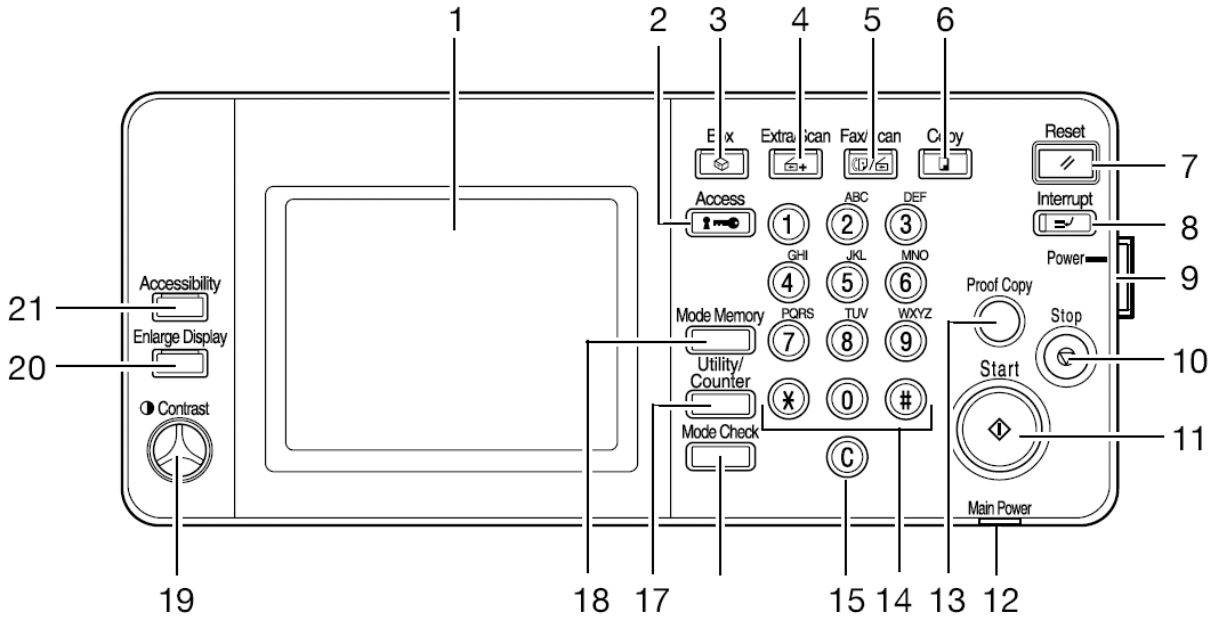
English Shortcut Manual



For details information, please refer to the operating manual (Usual Manual)

KONICA MINOLTA

Basic Touch Panel



1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
3	[Box] key	Press to enter Box mode. While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the User manual [Box Operations].
4	[Extra Scan] key	Press to enter Extra Scan mode. While the machine is in Extra Scan mode, the indicator on the [Extra Scan] key lights up in green. For details, refer to the User manual [Network Scanner Operations] and the User manual [Advanced Scan Operations].
5	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. For details, refer to the User manual [Facsimile Operations] and the User manual [Advanced Scan Operations].
6	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.

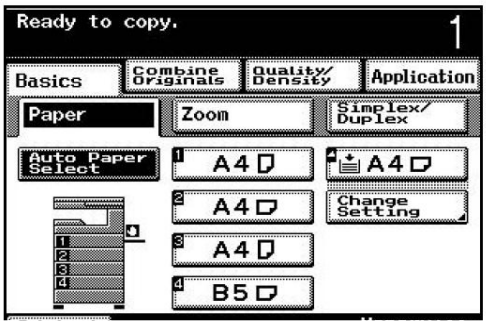
No.	Part name	Description
7	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
8	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
9	[Power] (auxiliary power) key	Press to turn on and off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy.
10	[Stop] key	Press the [Stop] key during copying to stop the copy operation.
11	[Start] key	Press to start copying. When this machine is ready to begin copying, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, copying cannot begin. Press to restart a stopped job. For details on jobs, refer to "Job List screens" on page 5-22
12	Main Power indicator	Lights up in green when the machine is turned on with the main power switch
13	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. (See page 5-6)
14	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
15	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
16	[Mode Check] key	Press to display screens showing the specified settings.
17	[Utility/Counter] key	Press to display the Utility/Counter screen.
18	[Mode Memory] key	Press to register the desired copy settings as a program or to recall a registered copy program. (See page 5-9)
19	Contrast dial	Use to adjust the contrast of the touch panel.
20	[Enlarge Display] key	Press to enter Enlarge Display mode.
21	[Accessibility] key	Press to display the screen for specifying user accessibility functions.

KONICA MINOLTA

Basic

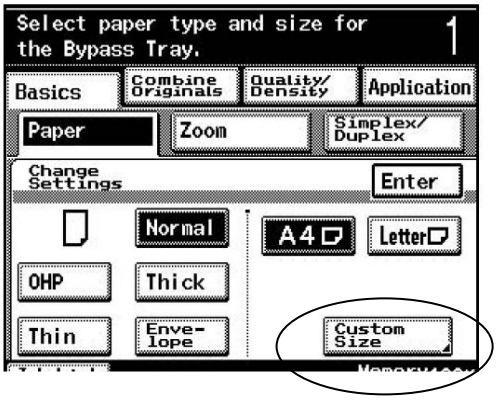
Paper

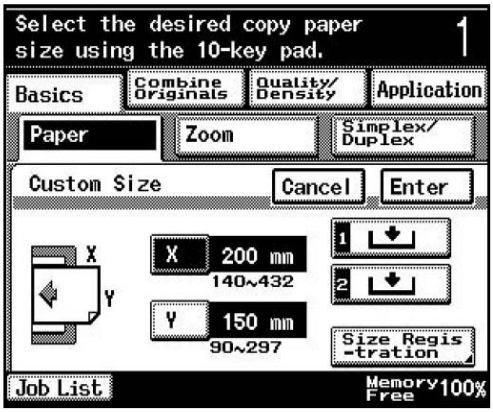
1. Automatically selecting the paper size by press ”Auto Paper Select” setting
2. Touch [Paper] to select desired paper size
3. Copying label or thick paper should through the multiple bypass



☞ Change Custom Size

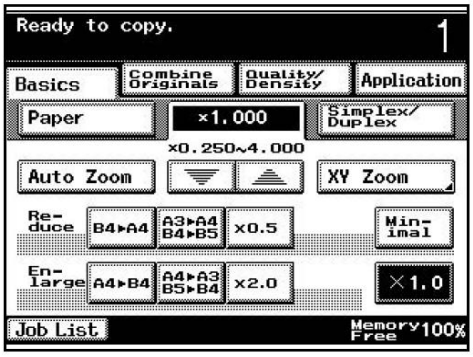
1. Touch **[Change Setting]**
2. Select Paper Type e.g. [Normal/ OHP…]
3. Select Paper Size e.g. [A4 / Letter]
4. Input Customer paper size by touch **[Custom Size]**
5. Input the length of paper into **[X]**
6. Input the depth of paper into **[Y]**
7. Save the setting by [Size Registration] And select the [1] or [2]
8. Press [Enter] back to front page





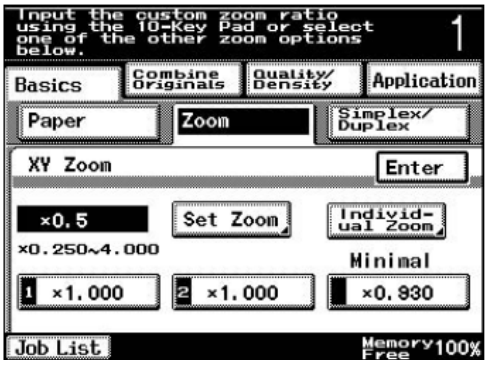
Specifying a Zoom setting

1. Touch **[Zoom]** to select the ratio



2. Touch **[▼ / ▲]** for fine tone

3. Or touch **[XY Zoom]**

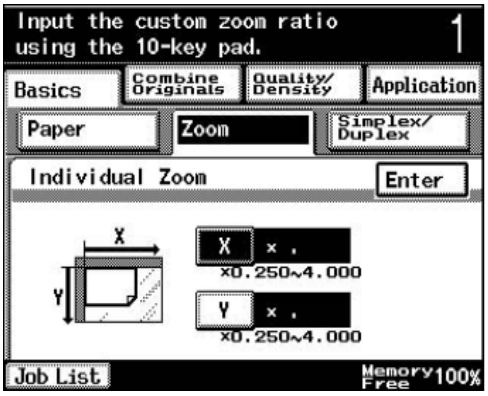


✓ Using the keypad, type in the desired zoom ratio, touch **[Set Zoom]** to store the zoom ratio e.g. 1 x1.000 or 2 x1.000

✓ Or touch **[Individual Zoom]**

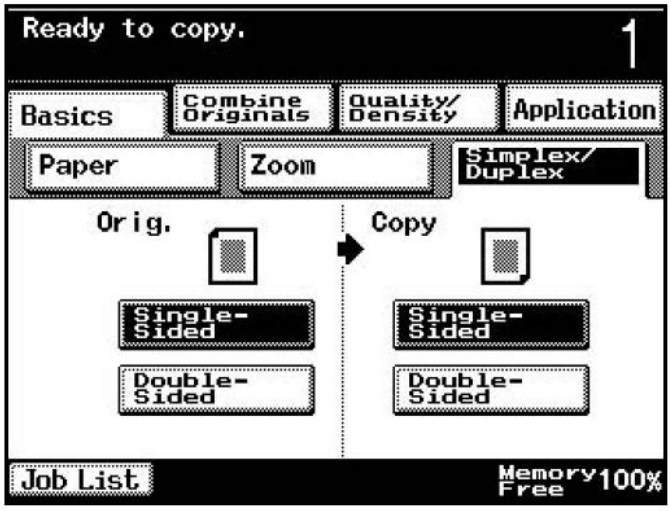
Input the individual zoom ratio into **[X]**及**[Y]**

4. Touch **[Enter]** finally



Sort

1. Touch **Finishing**
2. Touch **Sort** for sorting
3. Then press the **Start** Copy Key

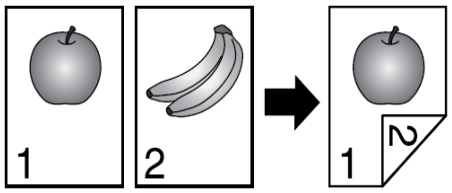


- Simplex / Duplex Copy

Touch **Simplex** / **Duplex** for [single size / double size]

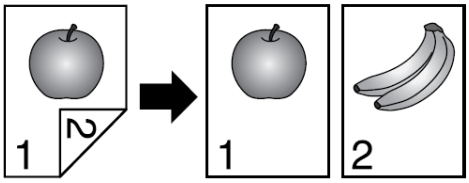
a. Single-sided ▸ Double-sided

Single-Sided ➔ Double-Sided



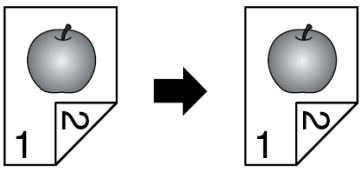
b. Double-sided ▸ Single-Sided

Double-Sided ➔ Single-Sided



c. Double-sided ▸ Double-sided

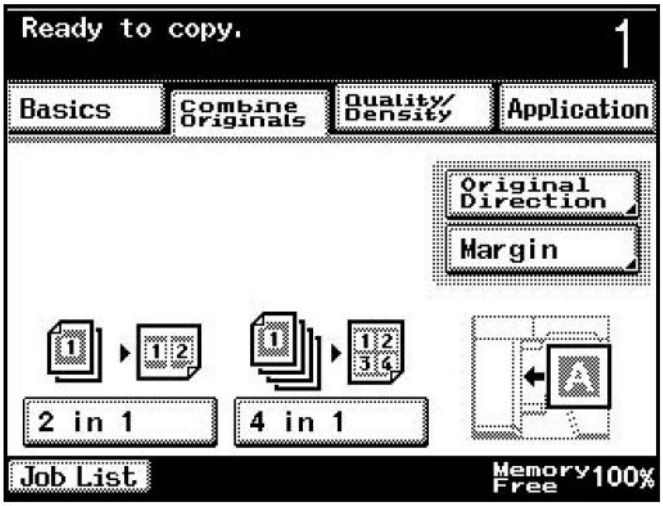
Double-Sided ➔ Double-Sided



Combine Originals

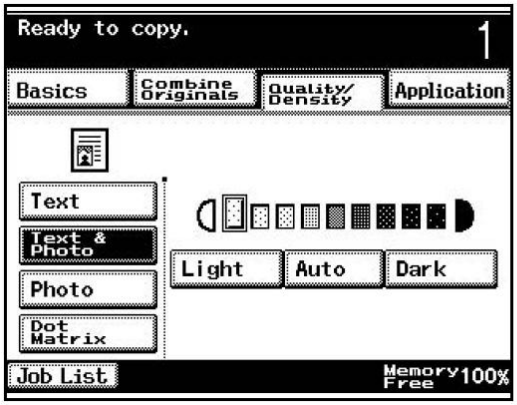
Multiple document pages (mainly 2, 4 or 8 pages) can be combined and print on a single paper, reducing paper use.

Touch **Combine Originals** to select **2in1** or **4in1**

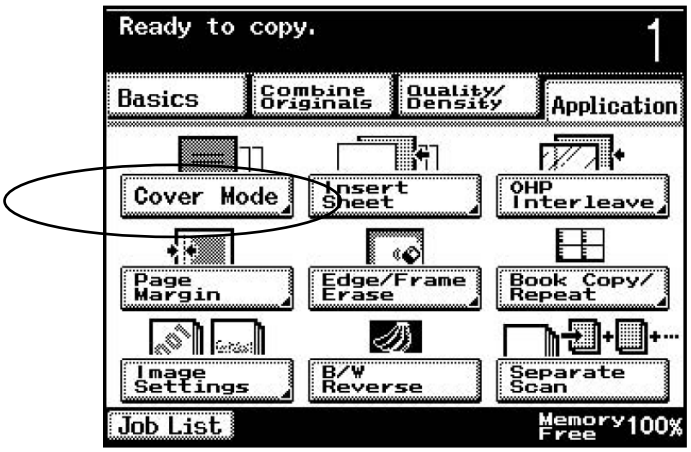


Quality Density

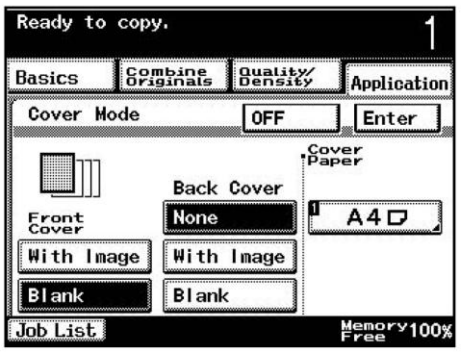
1. Touch **[Quality Density]**
2. Touch **[Lighter] or [Darker]** to adjust the level of density
3. Select the original mode
   - ✓ **[Text]** for document contains text
   - ✓ **[Photo]** for document contains photo
   - ✓ **[Text/Photo]** for document contains both text and photo
   - ✓ **[Dot Matrix]** for document contains faint text



Application

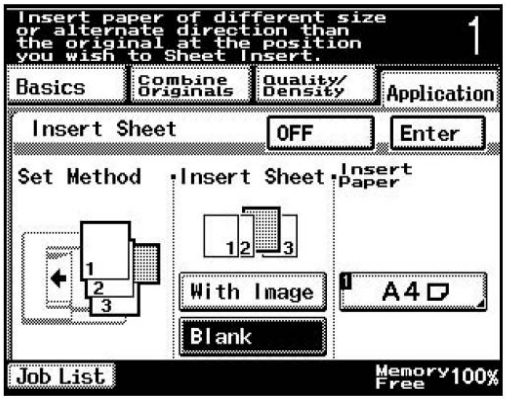


Cover Mode



1. Touch **Application**
2. Touch **Cover Mode**
3. Select either ‘with image’ or ‘blank’ to specify whether or not a page of the document is copied onto the insertion sheet
4. Select the paper tray loaded with the paper
5. Touch **Ok** to confirm
6. Press the **Start** key

Page Insertion



1. Touch **Page Insertion**
2. Touch **Insert Paper**
3. Select **With Image / Blank**
4. Select the paper tray loaded with the interleaf paper
5. Press the **Start** key

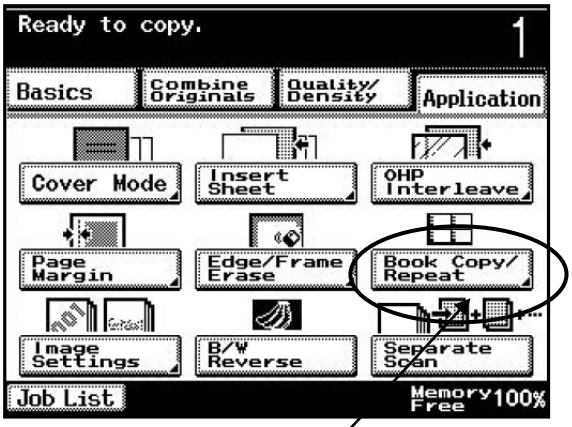
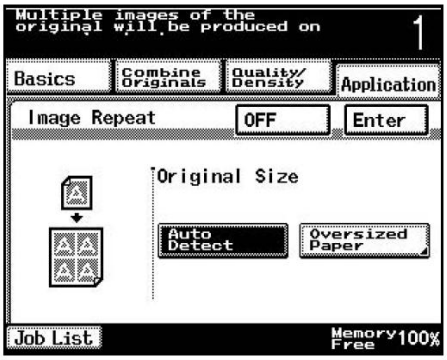
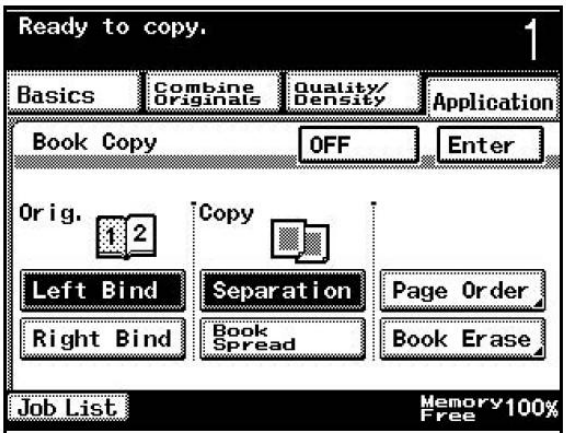


Image Repeat



1. Touch **Application**
2. Touch **Book Copy /Repeat**
3. Touch **Oversized Paper** to input the size
4. Touch **Image Repeat**
5. Touch **Custom Size** to input the lenth of X and depth of Y
6. Touch **OK** to confirm
7. Press the **Start** key

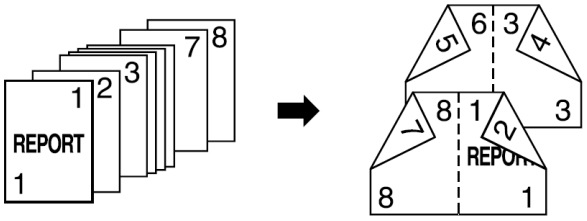
Book Copy



1. Touch **Application**
2. Touch **Book Copy/ Repeat**
3. Touch **Book Copy**
4. Touch **Separation**，Touch **Enter** **to input**
5. Place the book on the original glass
6. Touch **Start** to start
7. Touch **Finish** after book scanning is completed
8. Press the **Start** key

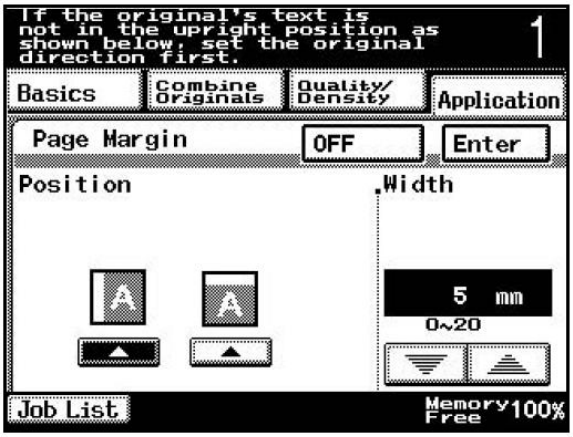
Booklet Creation

1. Touch **Application**
2. Touch **Book copy/Repeat**
3. Touch **Booklet**
4. Press the **Start** key



Page Margin

1. Touch **Application**
2. Touch **Page Margin**
3. Select the position of ‘Page Margin’
4. Touch **OK** to confirm
5. Press the **Start** key



Erase

1. Touch **Application**
2. Touch **Erase**
3. Select the position and width
4. Touch **OK** to confirm
5. Press the **Start** key

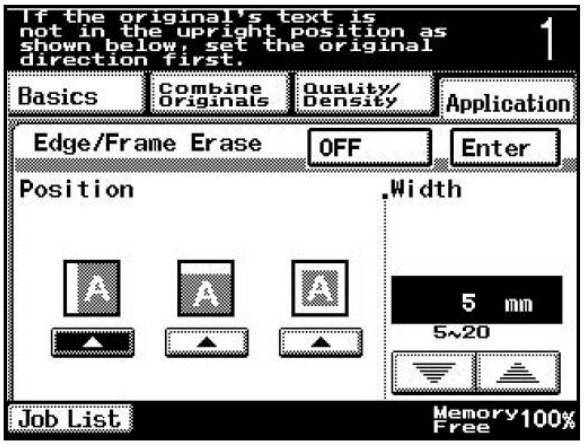
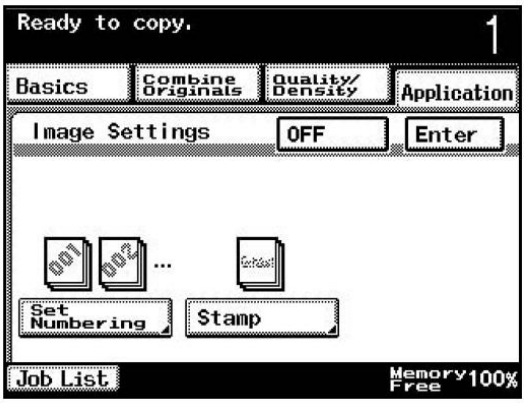
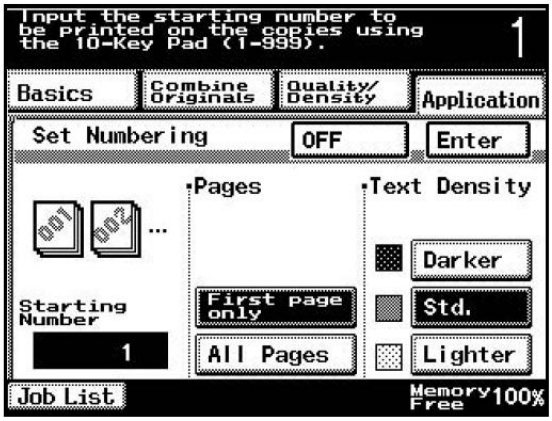


Image Settings



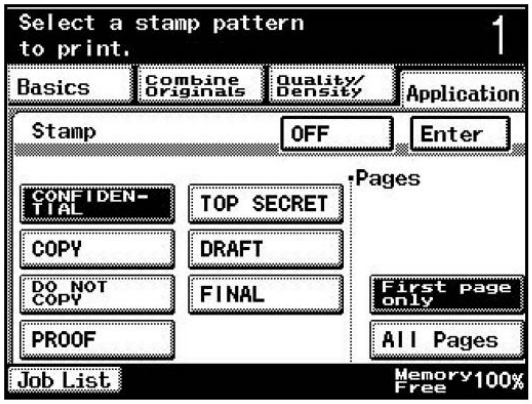
a). Set Numbering

1. Touch **Application**
2. Touch **Image Setting**
3. Touch **Set Numbering**
4. Input **Starting No.**
5. Select **First Page** or **All Pages**
6. Select **Darker / Lighter**
7. Press the **Start** key



b). Stamp

1. Touch **Application**
2. Touch **Image Setting**
3. Touch **Stamp**
4. Select **Confidential / Copy**
5. Select **First Page** or **All Pages**
6. Press the **Start** key



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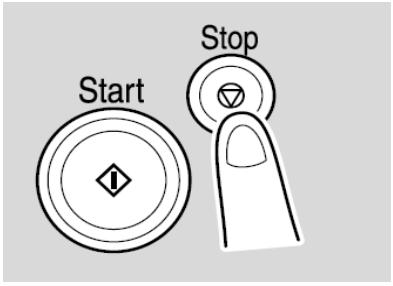
Stopping or deleting a job

1. Press the **Stop** key

2. Touch the button for the job to be deleted



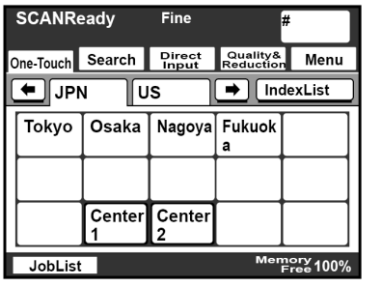
KONICA MINOLTA

Fax / Scan

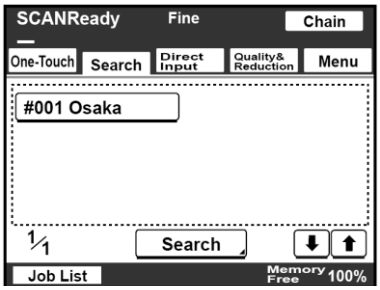
There are 5 different touch panel:

1. **One Touch**
2. **Search**
3. **Direct Input**
4. **Quality/Reduction**
5. **Fax Menu**

ONE TOUCH

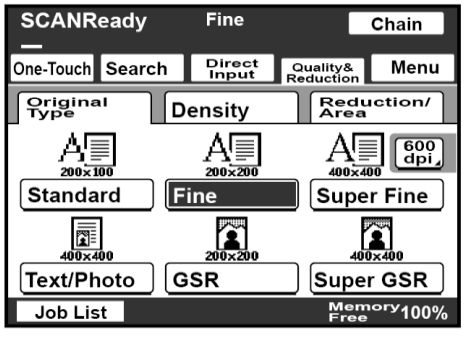


SEARCH

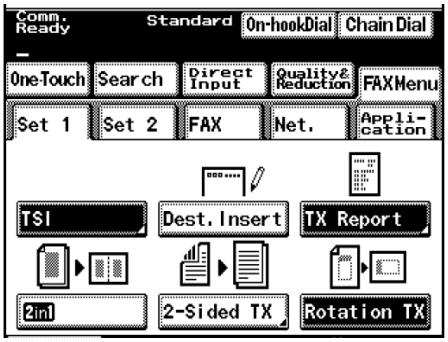


DIRECT INPUT

QUALITY / REDUCTION

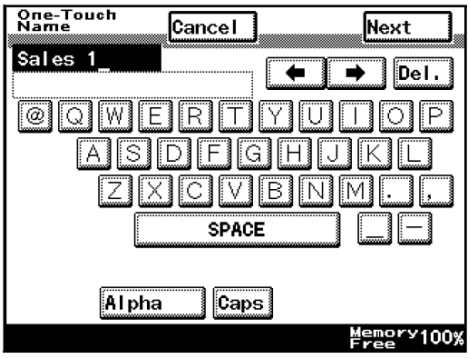


FAX MENU



The essentials of imaging

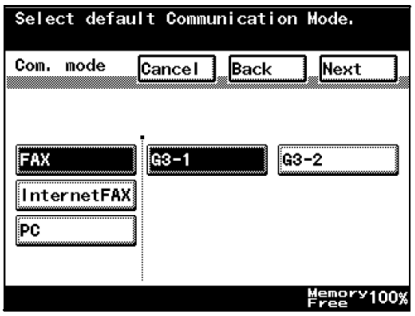
Set One Touch Key



1. **Press Utility/Counter**
2. **Press User Set**
3. **Press Fax**
4. **Press One Touch**
5. **Select One Touch to Reg.**
6. **Input One Touch Name (max 12 characters)**
7. **Press Next**
8. **Press Fax & G3-1**

   For scan to email，press **PC and then select **Email**
9. **Press Next**
10. **Enter Fax Number**

    ****input email address if you wan to scan to email
11. **Press Next**
12. **Press Enter 4 times**
13. **Press Exit**



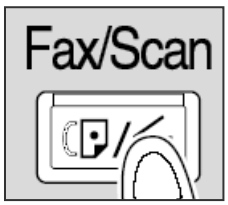
Delete One Touch Key

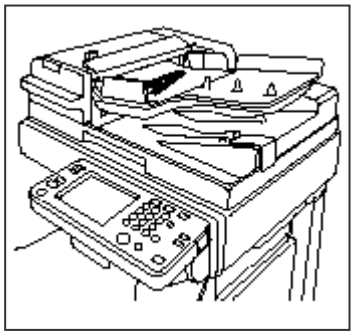
1. **Press Utility/Counter**
2. **Press User Set**
3. **Press Fax**
4. **Select the key that you want to delete**
5. **Press Delete**
6. **Press Enter**

Fax document through feeder

Fax Document through automatic document feeder

1 Press the **Fax / Scan** key





2 Touch **One Touch** key to select the stored address

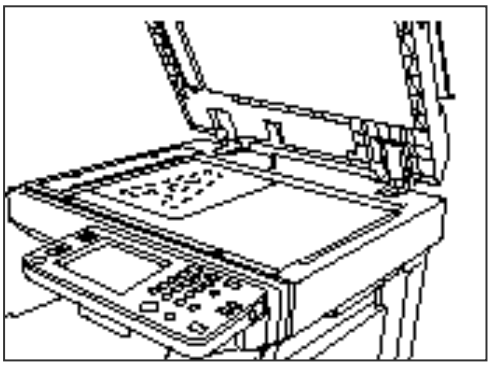
Or Touch **Direct Input** key to input the fax address

(For the multi destination, touch the **Next Dest.** key to input the next address. The maximum multi destination for direct input is 12 addresses. And the maximum multi destination for one touch is 300 addresses.)

3 For double size scanning or other setting, touch **Fax Menu** key. (refer to the next page)

4 Press the **Start** key

Fax Document through the original glass



Fax Document through original glass

1 Place the original document on the original glass

2 Touch the **One Touch** key to select the stored address

3 After scanning, touch the **Finish** key and press the **Start** key

(For multi original document, press the **Start** key after scanning each page. Lastly, touch the **Finish** key and press the **Start** key)

Brocadcast Function

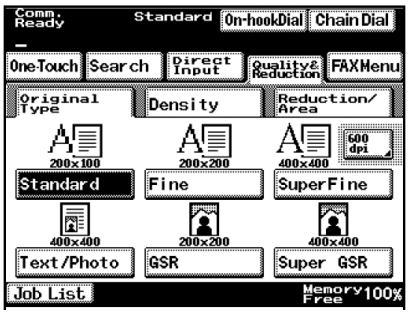
- **Broadcast** can let you scan or fax to multi destination.
- After you select the desired destination, you will see the following panel after you press the **Start** key. If you wish to check the destination, touch the **Enter** key. You will see all selected destination again. Press the **Start** key to confirm to send.

KONICA MINOLTA

Change Fax / Scan Setting I

Change Scan Quality

A). Quality

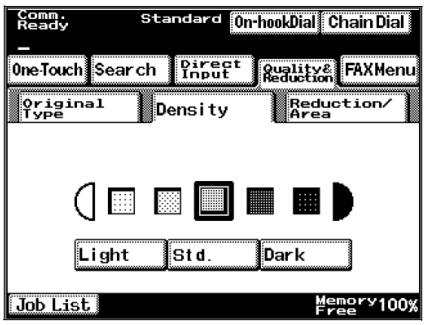


1 Touch **Quality / Reduction**

2 Touch **Quality**

3 Select **Standard / Fine / Super Fine**

B). Density



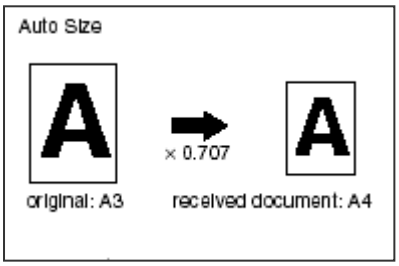
1 Touch **Quality / Reduction**

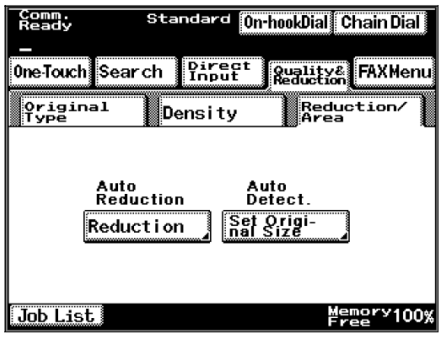
2 Touch **Density**

3 Select **Darker** or **Lighter**

C). Reduction

Touch **Auto Size**

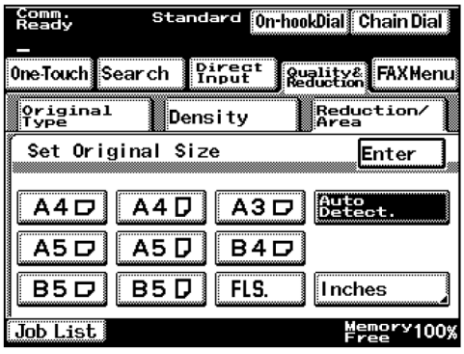




D). Original document size

Scan special size touch Set Original size

Select original size



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Change Fax/Scan Setting II

FAX MENU

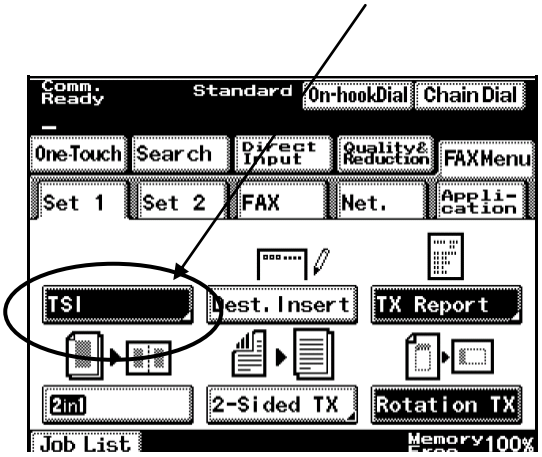
Set 1

TSI

** *（refer to the register information of **TSI**）*

- Press **Fax/Scan >** touch **Fax Menu >** touch **TSI >** to select the pre-set company information **(1-8) >**

  Touch **Enter to** select the fax destination and press **Start** to send out



Register TSI

1- Touch Utility
2- Touch Admin Management to key in the administer password
3- Touch Enter to select Admin 1
4- Touch Initial Setting and Enter
5- Select TSI Registration
6- Select position (1-8) to input the company name and fax number
7- Touch Name and Enter

Double Sided TX

**（Just for the machine which already equipped document feeder DF-605）

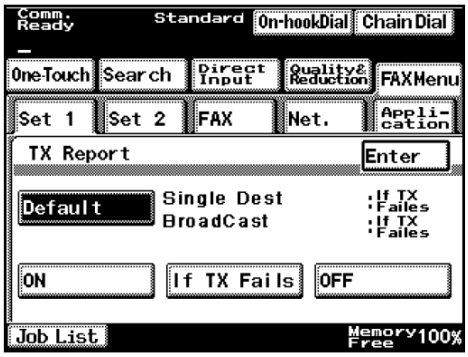
- Press **Fax/Scan >** Touch **Fax Menu>** Touch **2-sided TX>** Press **Start**

TX Report

- Press **Fax/Scan > Touch Fax Menu>**

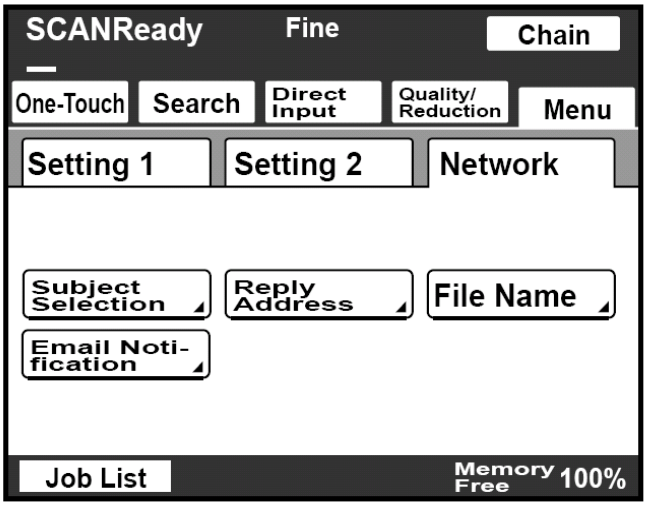
  Touch **TX Report** to select

  ON / IF TX Fails / Off



Net

You can change the setting for scanning document into PC



Subject Sel. **(refer to the below procedure to register subject)

Follow the below procedure to select the stored subject

1. Press **Fax/Scan**
2. Touch **Fax Menu**
3. Touch **Net**
4. Touch **Subject Selection**
5. Press **Start**

Register Subject (Max.: 4) must equipped with SU-501

Touch **Utility** → select **Admin. Management**

→ Input Administrator password → touch **Enter**

→ Select **Admin 2** → Touch **Network Setting**

→ Touch **Scanner Setting**

→ Touch **Subject Registration**

→ Select position (1-4) to key in the Subject

Reply Address

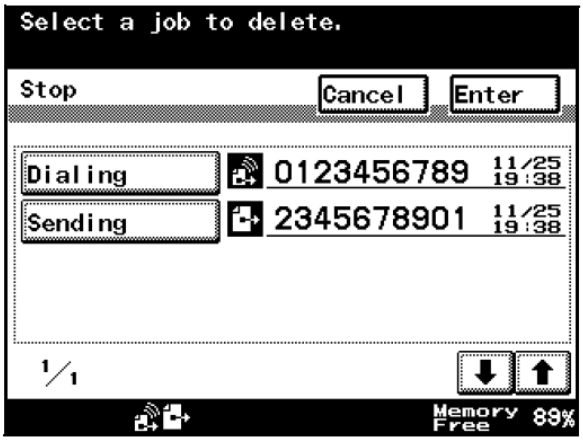
1. Touch **Reply E-mail Addr.**
2. Input the email address

File Name

1. Touch File Name
2. Touch **Enter** to confirm after you input the file name

Stop the fax dialing / sending

1. Press **Stop** key
2. Select **Dialing**
3. Touch **Enter** to confirm



Resend the Fax Document

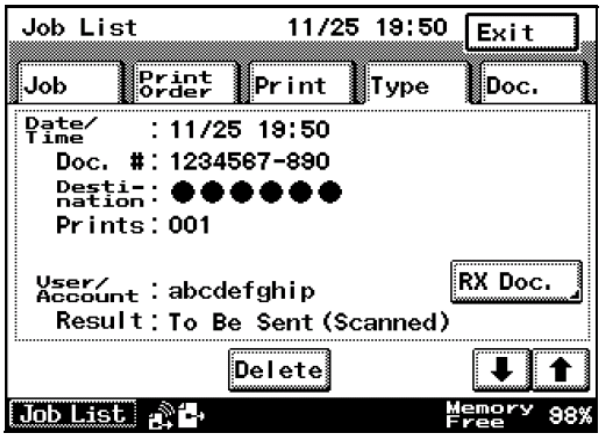
Touch **Job List** to select **Type**

Touch **Retry** to resend fax document. If you want to change the fax number, touch to **Change Destination**.

*** For the first 20 waiting retry fax document, you can change the fax number and resend the fax document.*

Check the Fax-in / Fax-out Report

1. Touch **Job List**
2. Touch **Fax**
3. Select ⬇⬆ to check the report

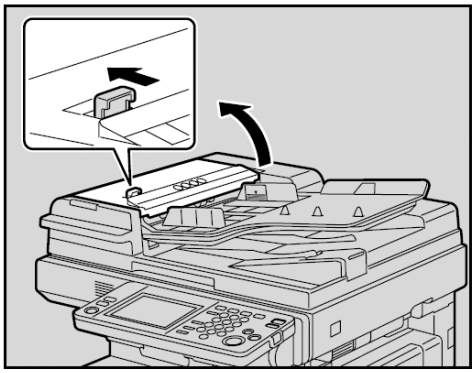


The essentials of imaging

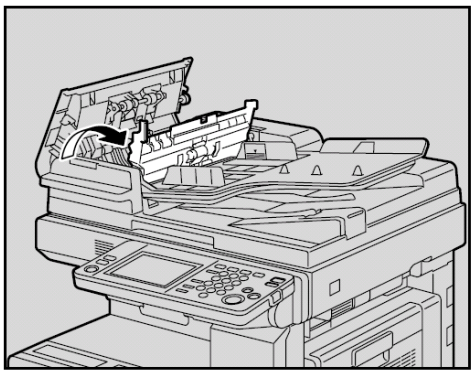
To Clear a paper misfeed

** For the paper misfeed in ADF

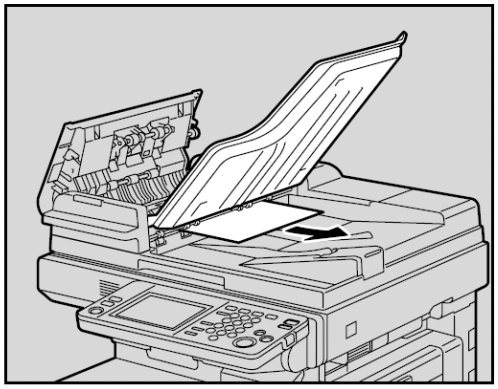
1. Pull up the lever for the misfeed-clearing cover, and then open the cover



2. Carefully pull out any misfed paper and swing up the document guide lever if necessary



3. While supporting the document feed tray with your right hand, carefully pull out any misfed documents.



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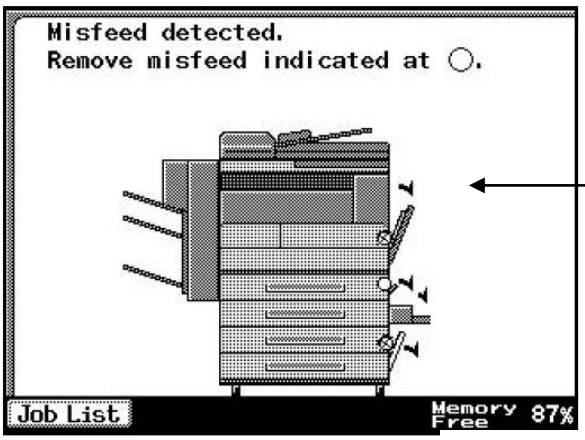
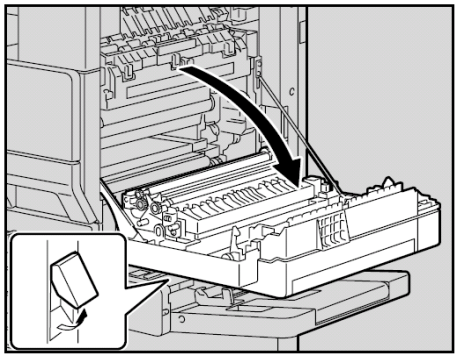
** When the message “Misfeed detected” appears, please follow



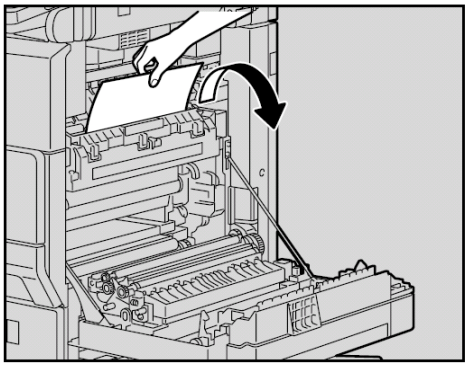
Location of paper misfeed

1.



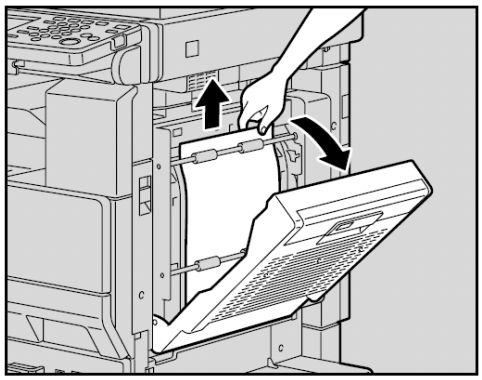
Pull out the right-side door release lever

2.



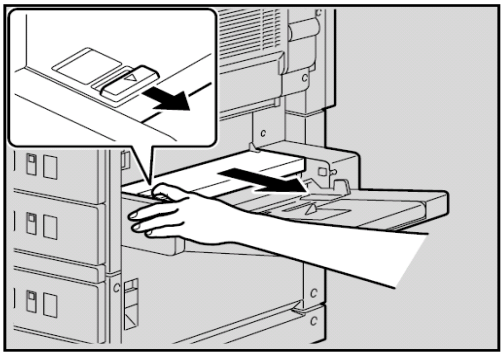
Carefully pull out any misfed paper

3.



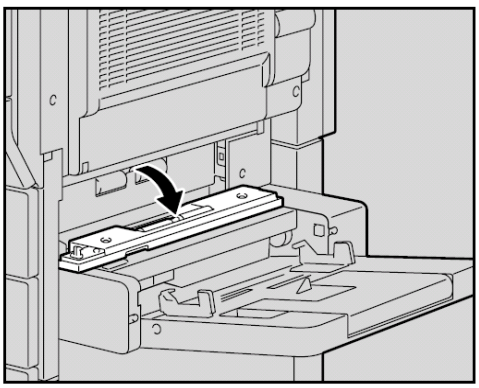
Carefully pull out any misfed paper around the image transfer roller in the duplex unit

4.



Remove misfed paper from the bypass tray

5.

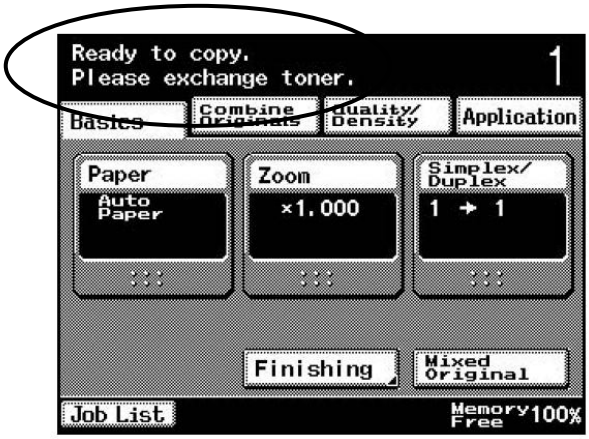


Pull out the lower right-side door release leaver, and then open the lower right-side door of the paper feed unit.
Carefully pull out any misfed paper

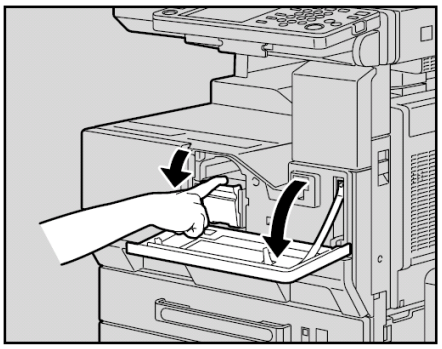
Replacing Toner Bottles

Procedure:

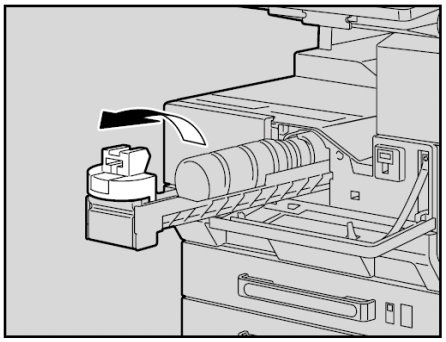
** The advance message shown below appears when toner is about to run out



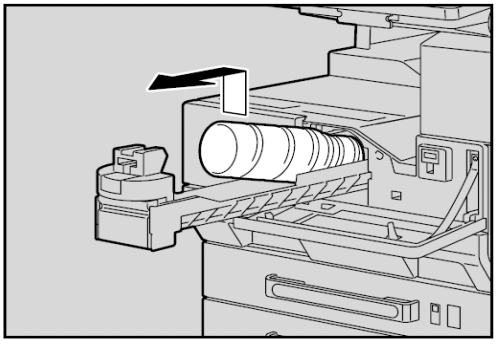
1.



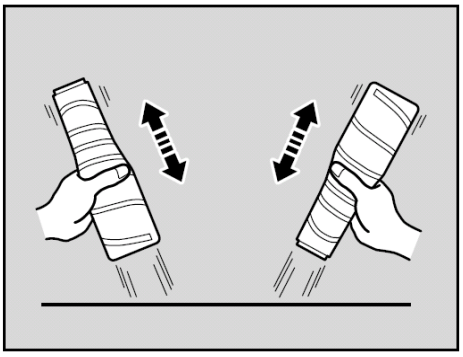
2.



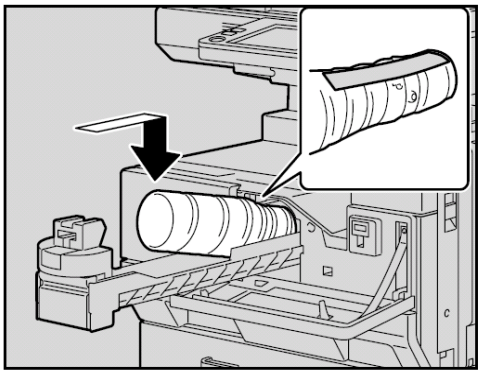
3.



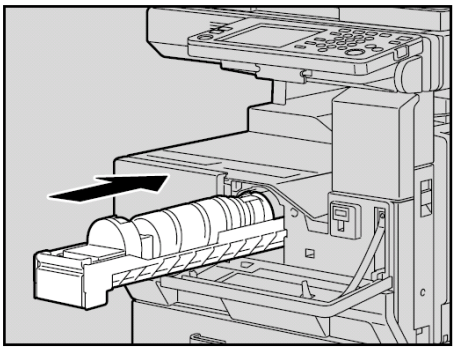
4.



5.

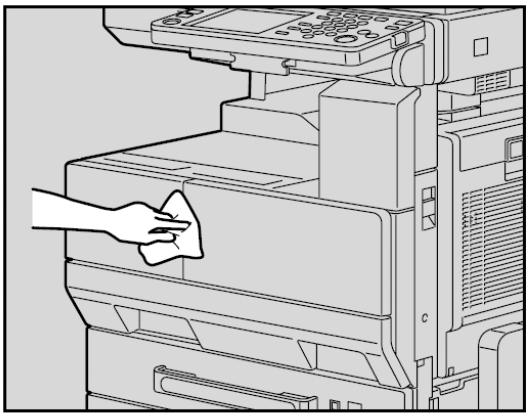


6.

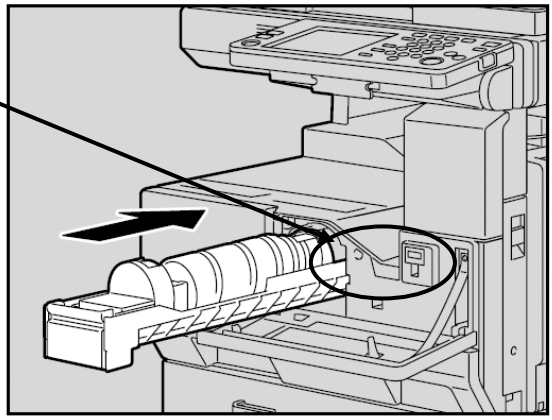


Check Meter Reading

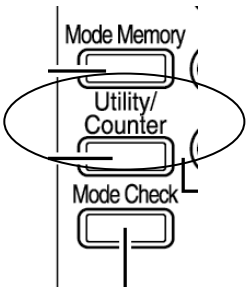
1. Open the front door

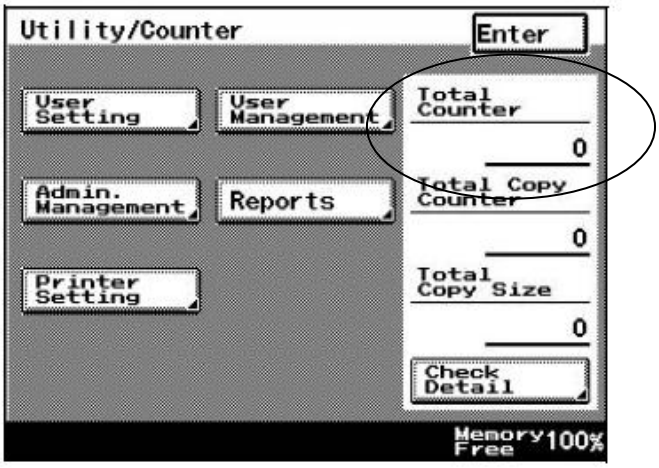


2. The meter counter is just right-hand side of the toner



** Check Counter on the panel, press Utiltiy/Counter





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Supplementary Notes

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